



**H. Lee Newcom**  
**McLean County Recorder**  
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 115 E. Washington St., Room M104  
 PO Box 2400  
 Bloomington, IL 61702-2400

## Recording Fee Schedule - Effective August 1, 2005

Fee includes: \$12 Recording fee, \$3 Document Storage Fund fee, \$6 County Geographic Information System fee, and a \$10 State of Illinois Rental Housing Support Program surcharge on real-estate related documents. **School districts, units of local and state government, and easements for public utilities are exempt from the Illinois Rental Housing Support surcharge. \*\***

**Real-Estate Documents (Illinois Rental Housing Support Program surcharge applies)** \$ 31.00 1st 4 pages

*Includes, but is not limited to:*

Agreements / Options to purchase	Extensions	LIS Pendens	Notice of Reclamation
Coal Lease	Foreclosures	Mineral Deed	Oil & Gas Lease
Contracts of Deed	Land Grants	Monument Records	Royalty Deed
Deeds	Leases	Mortgages and Notes	Subordinations
Easements (other than public utility)	Liens	Mortgage Releases	Timber Agreement / Lease

**Other Documents (EXEMPT from Illinois Rental Housing Support Program surcharge)** \$ 21.00 1st 4 pages

*Includes, but is not limited to:*

Articles of incorporation & related documents	Transcript (involving a Will, Death Certificate, etc)
Birth records, death certificates, marriage records	UCC's (in real estate only) ***
Judgments, Memo of Judgments, etc.	Wills
Notice of Probate	** Any document (other than Final & Condo Plats) recorded for a
Power of Attorney for Property	state agency, unit of local government, federal government, or
	school district

### Additional Charges to apply to Real-Estate or Other documents above

Each additional page beyond the first 4 pages	1.00 ea
Each additional assignment or document reference number within a document (after the first one)	7.00 ea
Note: Document reference numbers within a legal description are not chargeable.	

**NON-STANDARD DOCUMENT FEE:** document contains **any** of the following: \*\*\*\* \$ 12.00

- Paper not white or less than 20 lb weight
- One or more sheets not measuring 8 1/2 x 11
- Lacks clean margin of at least 1/2 inch top, bottom and side
- 1st page lacks blank space measuring 3 x 5 inches in upper right corner
- Permanently bound or of continuous form
- Contains colored ink, is not type written or computer generated
- Type face smaller than 10 point
- Contains an attachment stapled, taped or otherwise affixed to doc

**Final Plats and Condo Plats:** (Including Additions or Subdivisions) \$ 69.00 ea

\*\* If recorded for state agency, unit of local or federal government, or school district \$ 59.00 ea

Each additional 8 1/2 x 11 page that is attached to the plat 1.00 ea

Additional plat(s) attached to first plat (dimensions, elevations, etc.) 10.00 ea

**UCC Terminations** (for UCC documents filed before 8-1-2005) \*\*\* 9.00 ea

Terminate UCC filed in Real Estate (from any filing date) 21.00 ea

### Copies (not certified)

Plats larger than 8 1/2" x 11 (first page)	\$ 3.00 ea
Plat copies additional pages	\$ 0.50 ea
Other instruments (first page)	\$ 1.00 ea
Each additional page of copied group or session	\$ 0.25 ea

### Certified Copies

Plats	\$ 10.00
All other instruments (Military Discharges excepted)	Original recordation fee

**Military Discharge Records** - recorded & with two certified copies No Charge

Additional certified copies 1.25 ea

**Other Services**

Financing Searches - per name or stated husband/wife	10.00	ea
Microfilm records (per roll charge) (by special order only) ( <i>excludes Military Discharges</i> )	55.00	ea roll
CD of recorded images - <i>Regular Subscription Service (excludes Military Discharges)</i>		
Daily CD of instruments recorded (monthly subscription)	\$ 100.00	per month
Weekly CD of all instruments entered the previous week	\$ 80.00	per month
Monthly CD of all instruments	\$ 25.00	per month

**Notes and Additional Information****UCC \*\*\***

Effective August 1, 2005 McLean County will no longer enter UCC filings as a separate index. In 2001 the Uniform Commercial Code was amended to create national standards. The Illinois UCC was brought into conformity, naming the Illinois Secretary of State's office as the official repository for all UCC forms. This statute has rendered UCC filings at the county level unnecessary, except for UCC real estate liens, which will be recorded in our real estate records only. For more information the Secretary of State UCC Division may be contacted at (217) 782-7518 or accessed at:  
[www.cyberdriveillinois.com/departments/business\\_services/home.html](http://www.cyberdriveillinois.com/departments/business_services/home.html)

**Real Estate Deed and Document Requirements**

- 1) Statement of exemption from or Transfer Tax Declaration (required on deed only)
- 3) "Send future taxes to" statement (name and address) (required on Deed only)
- 2) "Prepared By" statement (preparer's name & address)
- 4) Notary seal, date, and signature
- 5) A complete legal description which should include
  - a) A specific Lot, Block, and Subdivision name  
 Example: Lot 2, BL 4 of the Sunshine Subdivision to the Town of Normal, in McLean County, Illinois  
 or  
 A specific Quarter Section, Section TWP and Range  
 Example: Being a part of SW 1/4 of SEC 1, TWP 19, RGE 11
  - b) County Property Index Number (PIN) of Legal Description
- 6) "Return to" statement (name & address to mail recorded document to)

**Final Plats & Condominium Plats Requirements**

- Mylar and 3 paper copies (maximum size 30" x 36")
- Surveyor's Certificate (must state if within an incorporated city or within ½ mile of same)
- Approval of municipality (City Council, Board of Trustees, or County Board)
- County Clerk's Certificate of no delinquent taxes or special assessments
- Owner's Certificate
- School District Certificate

**Vacation of Property Requirements**

- Mylar and 3 copies
- Owner's Certificate
- Approval of municipality

**Annexation of Property Requirements**

- Mylar and 3 copies (plat must be prepared by land surveyor)
- Petition signed by majority of owners, or municipal ordinance

**Survey Plat**

- Mylar & 3 copies
- Owner's Certificate
- Surveyor's Certificate

\*\*\*\* Re: Illinois Statute 55 ILCS 5/3-5018 - A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required. This applies only to documents dated after January 1, 1995.

**Legal advice, opinions, or legal descriptions will not be given by the Recorder's Staff either in person or by telephone.**